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OGC HAS REVIEWED.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION
NO: [REDACTED]

11 May 1950

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SUBJECT: Dissemination of CIA-Produced Intelligence and Information

25X1A

RESCISSIONS: Administrative Instruction No. [REDACTED] dated 22 August 1946
Administrative Instruction No. [REDACTED] dated 9 June 1947

25X1A

REFERENCES: General Order No. [REDACTED] dated 21 July 1949
Administrative Instruction No. [REDACTED] dated 7 December 1948

1. General Policy

It is the general policy of the Central Intelligence Agency not to disclose or furnish the contents of CIA-produced intelligence or information to individuals or organizations other than those of the United States Government. Exceptions to this policy require specific approval of the Director.

2. Definitions

a. CIA-produced intelligence consists of intelligence publications prepared by any evaluating component of CIA ("finished intelligence").

b. CIA-produced information consists of information reports prepared for intelligence use by any collecting or reference component of CIA ("raw information").

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c. Current intelligence and intelligence memoranda produced by ORE and OSI, by prior authorization, may be distributed directly to certain specifically designated recipients..

(1) Supplemental distribution will require prior authorization of the Director in each case.

d. Information reports produced by OO and OSO, by prior authorization, may be distributed directly to using agencies when the need is urgent or when special security considerations make it inadvisable to use normal channels..

e. Offices making direct distribution covered in 3c and d above will inform OCD and when appropriate will deliver to OCD copies for distribution to other authorized recipients.

f. All requests for dissemination received from the Presidential Staff or members of the Congress will be coordinated with the General Counsel prior to dissemination action.

g. The Assistant Director for Collection and Dissemination will secure from the Director's office a revised list of all authorized exceptions to the general policy within 30 calendar days after date of this Instruction. This list together with authorized changes will be currently maintained by OCD..

4. Authority for Dissemination

a. The responsibility for dissemination of intelligence and information rests with the Assistant Director for Collection and Dissemination, under the overall policies of the Director of Central Intelligence.

b. OCD, in carrying out such dissemination, will be guided by existing security policies and will utilize as required the facilities of the Chief, Inspection and Security Staff. OCD will further be guided by the provisions of General Order [REDACTED] Administrative Instruction [REDACTED] and this Instruction.

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5. Dissemination within the United States Government

a. OCD, in collaboration with the producing office and after coordination with I&SS, will publish a standard distribution list for each recurrent category of CIA-produced intelligence or information. Initial dissemination of the recurrent items will be dictated by the standard distribution list.

b. Supplemental dissemination will be in response to specific requests authorized by the Director of Central Intelligence or by the Assistant Director for Collection and Dissemination in collaboration with the producing office and with I&SS.

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6. Dissemination to U.S. Citizens or U.S. Organizations other than U.S. Government

a. Proposed dissemination of CIA-produced intelligence or information classified "Confidential" or higher must be approved by the Director of Central Intelligence. OCD will collaborate with the producing office and will coordinate with I&SS prior to submittal to DCI.

b. Proposed dissemination of CIA-produced intelligence or information classified "Restricted" or unclassified must be approved by the Assistant Director for Collection and Dissemination. OCD will collaborate with the producing office and will effect coordination with DCI, I&SS, and the Legal Staff when necessary.

c. All proposed dissemination must comply with the following conditions:

(1) The proposed recipient has need for the material.

(2) Clear existing or potential advantage to the United States Government can be shown to result from the proposed dissemination.

(3) The proposed dissemination can be accomplished without embarrassment to the United States Government, the Central Intelligence Agency, or responsible CIA officials.



8. Physical Reproduction

Intelligence-producing components of CIA will advise OCD of the dissemination which they desire for forthcoming publications. OCD will arrange with Administrative Staff for reproduction of a sufficient number of copies to meet the expressed needs of the producing office and also to satisfy requirements for reserve stock and supplemental distribution.

9. Physical Distribution

a. OCD will control the physical distribution in accordance with current standard distribution lists and authorizations for the supplemental distribution of specific items.

b. OCD will maintain:

(1) Surplus stocks for published items of finished intelligence materials.


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(2) Stock inventory records for items of published finished intelligence materials held for supplemental distribution.

10. Processing of Requests

OCD will process requests for published CIA intelligence and requests for CIA-produced information in accordance with the provisions of this Instruction. In the event a negative response is necessary it will be prepared by OCD in consultation with the producing office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Acting Executive

DISTRIBUTION: A.

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29 December 1949

MEMORANDUM FOR: MANAGEMENT OFFICER/CIA

SUBJECT: Dissemination of CIA-Produced Intelligence
and Intelligence Information.

REFERENCE: Memorandum for ADPC from Management Officer/CIA,
December 15, 1949, subject as above.

In accordance with a request contained in paragraph 4
of the reference memorandum, this is to advise you that this
office concurs in Draft of Administrative Instruction [REDACTED]
forwarded with the reference memorandum.

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[REDACTED]
CHARLES V. HULICK
Executive Assistant
to ADPC

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ER-O-8120

21 December 1949

MEMORANDUM TO: Management Officer

SUBJECT: Dissemination of CIA Produced Intelligence and Intelligence Information

REFERENCE: Your memorandum of December 19 requesting comments or concurrence on the draft of Administrative Instruction re Dissemination of CIA Produced Intelligence and Intelligence Information

1. COAPS does not like the term "intelligence information." "Intelligence" is produced from all kinds of "information" which is collected. We may think of the information we use in producing intelligence as "intelligence information" but, to someone else, it may be just information or economic information or some other kind of information. We think that "intelligence" should not be used as an adjective with the word "information" so recommend that throughout this circular in lieu of "intelligence information" there be used merely "information" or "raw information" or "unevaluated information" and that "intelligence" be "CIA-produced," But "information" be "CIA-collected."

2. Definition b under Paragraph 2. We recommend: "The unevaluated or raw information collected by (or issued by) any organizational component of CIA."

3. Paragraph 3 (c). Does OSI disseminate under this paragraph finished intelligence or raw information? In either event, the word "publications" is unnecessary.

4.

We think, therefore, that your Paragraph 4(a) should read to the effect that ----- The authority to decide the need for dissemination of intelligence and CIA's information relating to the national security rests with the Director of Central Intelligence, who has delegated some of this authority to the Assistant Director for Collection and Dissemination, CIA, with specific exceptions and under over-all policies established by the Director.

5. Paragraph 5a, 5c, 6c, 6b and 7b. OCD should "collaborate with the producing or collecting offices....." since it is disseminating either produced, finished intelligence or collected, raw information.

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6. Paragraphs 8 and 9. We understand these paragraphs are applying only to CIA produced intelligence, not to CIA collected information. In Paragraph 8, shouldn't the intelligence producing components coordinate with AD/OCD as well as with the administrative staff re number of copies?

7. Paragraph 9b, 1 and 2. We recommend, first: Surplus stocks for (or should it be of?) items of CIA-produced intelligence. Second: Stock inventory records for (or should it be of?) items of CIA-produced intelligence. How about suggesting a percentage limitation on such surplus stocks?



PRESCOTT CHILDS, Chief
Coordination, Operations
and Policy Staff

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CONCURRENCES: - DRAFT OF ADMINISTRATIVE INSTRUCTION NO. [REDACTED]

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<u>OCD</u>	_____	Date	<u>ORE</u>	_____	Date
<u>OSI</u>	_____	Date	<u>OO</u>	_____	Date
<u>Admin.Staff</u>	12-16-49	Date	<u>OPC</u>	_____	Date
<u>OSO</u>	_____	Date	<u>I&SS</u>	_____	Date
<u>Legal Staff</u>	_____	Date			

COMMENTS:

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CONCURRENCES: DRAFT OF ADMINISTRATIVE INSTRUCTION [REDACTED]

<u>OCD</u> _____	<u>ORE</u> _____
Date	Date
<u>OSI</u> _____	<u>OO</u> _____
Date	Date
<u>Admin.Staff</u> _____	<u>OPC</u> _____
Date	Date
<u>OSO</u> _____	<u>I&SS</u> _____
Date	Date
<u>Legal Staff</u> _____	
Date	

COMMENTS:

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Next 1 Page(s) In Document Exempt

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Series [redacted]

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Memorandum For: _____

18 Dec. 1949
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From:

Management Officer

Subject:

Draft of Administrative Instruction re Dissemination of
CIA-produced Intelligence and Intelligence Information.

1. There is reproduced below a draft of proposed Administrative Instruction concerning dissemination of CIA-produced intelligence and intelligence information.

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2. This summarization of three existing instructions includes comments received by this office on the preliminary drafts of [redacted] submitted during November 1949.

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3. The dissemination aspects of Administrative Instruction [redacted] are included in this draft. The collection aspects of this instruction are covered by NSCID No. 2 and existing policies of the agency.

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4. Request that you forward your comments or concurrence to this office by _____.

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Draft- [REDACTED] 13 Dec. 1949

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**ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]**

SUBJECT: Dissemination of CIA-produced Intelligence and Intelligence Information.

25X1A

**RECISSION: Adm. Instr. No. [REDACTED] dated 22 August 1946
Adm. Instr. No. [REDACTED] dated 9 June 1947
Adm. Instr. No. [REDACTED] dated 15 July 1947**

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**REFERENCE: General Order No. [REDACTED] dated 21 July 1949
Adm. Instr. No. [REDACTED] dated 7 Dec. 1948**

1. General Policy

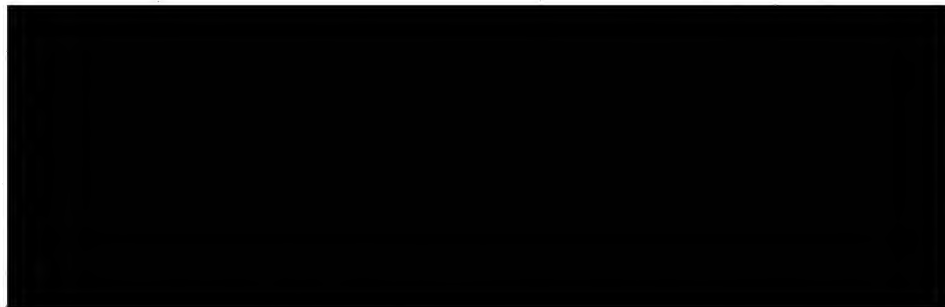
- a. It is the general policy of the Central Intelligence Agency not to disclose or furnish the contents of CIA-produced intelligence or intelligence information to individuals or organizations other than those of the United States Government.

2. Definitions

- a. CIA-produced intelligence:
The published, evaluated product of the intelligence producing components of CIA.
- b. CIA-produced intelligence information:
The unevaluated "raw" intelligence product of any organizational component of CIA.

3. Approved Exceptions to General Policy

- a. Certain classified intelligence produced under the NIS program which the Office of Reports and Estimates, by prior authorization, disseminates to foreign governments.



- c. Certain unclassified intelligence information publications which the Office of Scientific Intelligence, by prior authorization, disseminates to private individuals and non-government organizations.

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2.

4. Authority for Dissemination

- a. The authority to decide the need for dissemination of intelligence and intelligence information relating to the national security rests with the Assistant Director for Collection and Dissemination, under the overall policies and with certain specific exceptions of the Director of Central Intelligence.
- b. OCD, in carrying out such dissemination, will be guided by existing security policies and will utilize as required the facilities of the Chief, Inspection and Security Staff and subject further to the provisions of General Order [REDACTED] Adm. Instr. [REDACTED] and this instruction.

5. Dissemination within the United States Government

- a. OCD, in collaboration with the producing office and after coordination with I & SS, will publish a standard distribution list for each recurrent category of CIA-produced intelligence or intelligence information.
- b. Initial dissemination will be dictated by the standard distribution list.
- c. Supplemental dissemination will be in response to specific requests authorized by the Director of Central Intelligence or by the Assistant Director for Collection and Dissemination in collaboration with the producing office and with I & SS.

6. Dissemination to U.S. Citizens or U.S. Organizations other than U.S. Gov.

- a. Proposed dissemination of CIA-produced intelligence or intelligence information classified "Confidential" or higher must be approved by the Director of Central Intelligence. OCD will collaborate with the producing office and coordinate with I & SS prior to submittal to DCI.
- b. Proposed dissemination of CIA-produced intelligence or intelligence information classified "Restricted" or unclassified must be approved by the Assistant Director for Collection and Dissemination. OCD will collaborate with the producing office and will effect necessary coordination with DCI, I & SS, and the Legal Staff.
- c. All proposed dissemination must comply with the following conditions:
 - (1) The proposed recipient has need for the material.
 - (2) Clear existing or potential advantage to the United States Government can be shown to result from the proposed dissemination.
 - (3) The proposed dissemination can be accomplished without embarrassment to the United States Government, the Central Intelligence Agency, or responsible HXK CIA officials.

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3.

7. Dissemination to Agencies of Foreign Governments Within or Outside the U.S.

- a. Dissemination of CIA-produced intelligence or intelligence information to agencies of foreign governments is not authorized, except with the specific approval of the DCI.
- b. Information or material under consideration for release will be accompanied by proper justification (as outlined in 6b above) by the producing office to the Assistant Director for Collection and Dissemination. OGD will submit such justification to I & SS for examination for conformance with State - Defense Military Information Control Committee policies before being presented to the DCI.

8. Physical ~~NIXX~~ Reproduction

- a. Intelligence producing components of CIA will coordinate with Administrative Staff to insure that the required number of copies of their respective intelligence products are in appropriate form and in sufficient quantity to fill the needs of the current distribution list.

9. Physical Distribution

- a. OGD will perform the physical distribution in accordance with current standard distribution lists and authorizations for the supplemental distribution of specific items.
- b. OGD will maintain:
 - (1) Surplus stocks for each published item of finished intelligence.
 - (2) Stock inventory records for each item of published finished intelligence.

10. Processing of Requests

- a. OGD will process requests for CIA-produced intelligence or intelligence information in accordance with the provisions of this instruction.
- b. Requests for intelligence or intelligence information received directly from representatives of foreign governments will, whenever possible, be referred by OGD to the appropriate IAC agency for action.
- c. OGD will fulfill the specific request or will prepare a suitable negative response.

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

SUBJECT : Dissemination of CIA-produced Intelligence and Intelligence Information

RESCISSIONS: a. Administrative Instruction [REDACTED] dated 22 August 1946
b. Administrative Instruction [REDACTED] dated 9 June 1947
c. Administrative Instruction [REDACTED] dated 7 December 1948
d. Administrative Instruction [REDACTED] dated 15 July 1947
e. General Order [REDACTED] dated 21 July 1949

REFERENCE : Administrative Instruction [REDACTED] dated [REDACTED] (same date as this new Administrative Instruction [REDACTED])

1. Purpose:

The purpose of this directive is to state the policies and procedures governing dissemination of CIA-produced Intelligence and Intelligence Information.

2. Definitions:

- a. CIA-produced Intelligence consists of intelligence publications prepared by any evaluating component of CIA ("finished intelligence").
- b. CIA-produced Intelligence Information consists of intelligence information reports prepared by any collecting component of CIA ("raw information").

3. Dissemination Policy:

It is the policy of the Central Intelligence Agency to disseminate CIA-produced intelligence or intelligence information on a need-to-know basis to those officials of the United States Government who are responsible for the formulation or execution of national policy.

4. Publications Distributed by the Producing Office Direct to Recipients:

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The Director of Central Intelligence has authorized the direct distribution of current intelligence and intelligence memoranda by ORE and OSI to certain recipients specifically designated or approved by him. The Director of Central Intelligence has also authorized the distribution of intelligence information direct to using agencies by OO and OSO when the need is urgent or when special security considerations make it inadvisable to use normal dissemination channels. In all such cases, the producing office will inform OCD of such direct distribution and, when appropriate, will deliver to OCD additional copies for distribution to other authorized recipients. For current intelligence and intelligence memoranda, such supplemental distribution must always be personally directed or approved by the Director of Central Intelligence prior to dissemination.

5. Publications Distributed to Recipients Through OCD:

a. NIS Publications:

The dissemination of all publications produced under the NIS program is determined by the Interdepartmental NIS Committee under the Chairmanship of the CIA member. If, in disseminating CIA-produced NIS materials, departure from the general dissemination policy is desired, the procedure directed in paragraph 7 below is to be followed.

b. Other Publications and Reports:

For each publication or report other than those mentioned in paragraphs 4 and 5 a above, the producing office will recommend to OCD an appropriate distribution list, based on the need-to-know

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principle. This list may be either a standard distribution list (for certain recurrent publications and reports having regular recipients) or a specific distribution list (for publications and reports having no standard distribution). The Office of Collection and Dissemination will ensure that the recommended lists are in accordance with CIA's general dissemination policy or approved exceptions thereto, and with the Central Intelligence Agency's security regulations as interpreted by the Inspection and Security Staff. Requests or recommendations for supplemental distribution of CIA-produced intelligence and intelligence information will be routed to the Office of Collection and Dissemination for coordination. Such coordination will include referral of each request or recommendation to the producing office for comment and to the Inspection and Security Staff for clearance.

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c. Physical Distribution and Storage by OCD:

The Office of Collection and Dissemination will be responsible for performing the physical distribution of all publications and reports, except as noted in paragraph 4 above. For this purpose, the publishing or producing office will deliver to the Office of Collection and Dissemination a sufficient number of copies of each publication or report to implement the initial distribution list and to stock for supplemental distribution. The Office of Collection and Dissemination will maintain such surplus stocks and will keep appropriate distribution records and stock inventory records.

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6. Conditions Under Which Exceptions to CIA's General Dissemination Policy will be Authorized:

Exceptions to CIA's general dissemination policy as stated in paragraph 2 above will be authorized only under the following conditions:

- a. The proposed recipient has need for the publication.
- b. Actual or potential advantage to the US Government can be clearly shown to result from the proposed dissemination.
- c. The proposed dissemination can be accomplished without embarrassment to the US Government.
- d. The proposed dissemination conforms to established policies of the State-Defense Military Information Control Committee.

7. Procedures for Obtaining Authorization of Exceptions:

Requests or recommendations for exceptions to CIA's general dissemination policy as stated in paragraph 2 above will be routed to the producing office for comment as to such releasability, based on the considerations listed in paragraph 6 above. A justification or negative response will then be forwarded by the producing office to the Inspection and Security Staff, when necessary, for comment. The producing office will then submit the request or recommendation, together with all supporting papers, to the Director of Central Intelligence for approval or disapproval, except that the Assistant Director for Collection and Dissemination is authorized to approve or disapprove the dissemination of RESTRICTED or UNCLASSIFIED publications and reports (other than NIS publications) to US private individuals or organizations.

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8. Authorized exceptions to CIA's General Dissemination Policy:

The following exceptions to CIA's general dissemination policy, as stated in paragraph 2 above have already been authorized:

a. The dissemination to certain foreign governments of classified intelligence publications produced under the NIS program, as authorized by the Interdepartmental NIS Committee through its ORE Chairman.

b. The dissemination to certain foreign governments of certain classified intelligence publications (other than NIS publications) prepared by the Office of Reports and Estimates, the Office of Scientific Intelligence, and the Office of Special Operations.

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d. The dissemination of certain unclassified intelligence information reports prepared by OSI to certain US private individuals and organizations.

9. Additional Provisions for Sensitive Intelligence Information

Reports:

a. If it is necessary, in the interest of source protection, to withhold CIA-produced intelligence information reports from one or

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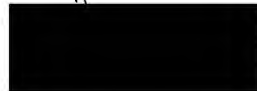
more of the IAC agencies, such reports shall be stamped CIA INTERNAL USE ONLY and shall not be transmitted or disclosed to any agency outside of the Central Intelligence Agency.

b. CIA-produced intelligence information reports of special sensitivity, which must nevertheless be disseminated to IAC agencies on a need-to-know basis, shall be stamped LIMITED DISTRIBUTION, shall be in a separate report series, and shall be delivered not to IAC reading panel units but to specific officers within each agency, as designated by the producing office. Such reports shall also bear the notation: "This report is for the information of the following officers only: (list of names). It will receive no further dissemination, either written or oral, without the concurrence of the Central Intelligence Agency, through the Assistant Director for Collection and Dissemination."

c. Unevaluated CIA-produced intelligence information reports will normally be disseminated only to IAC agencies, unless the report is unclassified or, if classified, provided that the producing office concurs in such dissemination, with or without additional editing.

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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer, CIA

DATE: 4 APR 1950

FROM : Assistant Director, ORE

SUBJECT: Draft of Administrative Instruction re Dissemination of CIA-produced Intelligence and intelligence Information

Reference: Memorandum from Management Officer, CIA, to AD/ORE, subject as above, dated 15 December 1949, transmitting draft of proposed CIA Administrative Instruction on this subject

1. This replies to the referenced memorandum through which the Management Officer circulated for comment a draft of a proposed Administrative Instruction concerning dissemination of CIA-produced intelligence and intelligence information.

2. Specifically, the referenced memorandum proposes rescission of three current administrative Instructions [REDACTED] and issuance in their stead of a new Administrative Instruction [REDACTED] that will embrace and bring up to date the matter now covered in the three proposed rescissions.

3. It is recommended that the action described in paragraph 2 above be broadened to the following:

a. Action

Rescind the three current Administrative Instructions as proposed by Management Officer.

Comment

None.

b. Action

Rescind General Order [REDACTED] dated 21 July 1949 and Administrative Instruction [REDACTED] dated 7 December 1948. Rewrite and reword as proposed by subparagraphs (1) and (2) of "Comment" that follows immediately.

Comment

Each of these two directives contains in part provisions directly relevant to the subject matter of the proposed new

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Administrative Memorandum [REDACTED] It is therefore logical to incorporate those provisions in the new directive. It then becomes necessary to:

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(1) Rewrite the two rescinded directives omitting the provisions mentioned above.

(2) Reword the Management Officer's proposed Administrative Memorandum [REDACTED] to include pertinent provisions of these two rescinded directives.

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4. Accordingly, Tab A hereto is proposed as the new Administrative Memorandum [REDACTED] in lieu of that advanced by the Management Officer. Attention is invited to the fact that this ORE-proposed directive, in addition to necessary substantive changes, makes occasional modifications to the wording of the Management Officer's draft.

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5. Tab B combines appropriate portions of the two ORE-proposed rescissions (General Order [REDACTED] and Administrative Instruction No. [REDACTED]) in a single directive and codifies several de facto but to now unformalized practices. Since this directive deals for the most part with preparation of unevaluated intelligence information reports, OO and OSO are presumed to have primary interest. However, it is hoped that Tab B may serve as a useful working basis.

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[REDACTED]

THEODORE BABBITT

Attachments: Two (2)

Tab A and Tab B.

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27 April 1950

MEMORANDUM TO: MANAGEMENT OFFICER


FROM : AD/OPC

SUBJECT : Draft of Administrative Instruction re
Dissemination of CIA Produced Intelligence
and Information

1. This office concurs with the draft of Administrative
Instruction re Dissemination of CIA Produced Intelligence
and Information, dated 21 April 1950.

2. Comments: None

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Assistant Director for
Policy Coordination

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APR 28 1950

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 25 April

FROM:

Chief Admin. Staff -

SUBJECT:


Draft of Administrative Instruction re Dissemination
of CIA Produced Intelligence and Information

1. This office concurs with the draft of Administrative Instruction
re Dissemination of CIA Produced Intelligence and Information, dated
21 April 1950.

2. Comments:

Concur

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Signature

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APR 25 1950

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 25 April 1950


FROM: Chief, Inspection & Security Staff

SUBJECT: Draft of Administrative Instruction re Dissemination
of CIA Produced Intelligence and Information

1. This office concurs with the draft of Administrative Instruction
re Dissemination of CIA Produced Intelligence and Information, dated
21 April 1950.

2. Comments: None

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Signature

SHEFFIELD EDWARDS
Colonel, GSC

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APR 26 1950

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 26 April 1950

FROM: AD-50


SUBJECT: Draft of Administrative Instruction re Dissemination
of CIA Produced Intelligence and Information

1. This office concurs with the draft of Administrative Instruction
re Dissemination of CIA Produced Intelligence and Information, dated
21 April 1950.

2. Comments:

none

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Signature 

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APR 26 1950

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer ✓

DATE: 26 April

FROM:

Caaps

SUBJECT:

Draft of Administrative Instruction re Dissemination
of CIA Produced Intelligence and Information

1. This office concurs with the draft of Administrative Instruction
re Dissemination of CIA Produced Intelligence and Information, dated
21 April 1950.

2. Comments:

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Signature

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APR 27 1950

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EM-1-987
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27 June 1950

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: Use of the term "intelligence information" in Statement of Functions of CIA Offices.

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REFERENCE: (a) Administrative Instruction [REDACTED] Dissemination of CIA-produced Intelligence and Information, dated 11 May 1950

(b) NSCID Nos. 6, 7, and 14

1. We have received your two-page memo of 19 June about using "intelligence information" -- and have not been convinced! "Intelligence" is not an adjective, so we deplore its use as a short cut to describe the type of information in which CIA is interested.

2. We contemplate no "sweeping changes", or any other changes, in your functions. Your monitoring and collecting should still be selective for our purposes. If you wish to describe the raw information you collect, let it be for the purposes of Intelligence, or for use by the Intelligence Agencies, or even for "foreign positive intelligence".

3. We desire to avoid confusion and to keep information (raw, positive, or otherwise) separate from the end result of Intelligence, obtained after the raw information has been evaluated. Rather than use "raw information" and "evaluated information", we still think we should stick to "information" and "Intelligence". In this profession, they are two different things. Wherever you use "intelligence information" in your memo, you could use "information for Intelligence purposes".

4. And, according to the large Webster dictionary's definition (b), we cannot use "Intelligence Office"!

PC
 PRESCOTT CHILDS, Chief
 Coordination, Operations
 and Policy Staff

DISTRIBUTION:
Executive

✓ Management Officer
 AD/ORE

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JUN 28 1950

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Acting Executive

4 May 1950

Management Officer

Administrative Instruction [REDACTED], Dissemination.

1. The attached Administrative Instruction [REDACTED], subject: Dissemination of CIA-Produced Intelligence and Information, has been fully coordinated with all interested offices and staff sections.

2. Certain comments received have been incorporated in the Instruction while others have been left out. All comments received are attached for your information.

3. Recommend signature and publication.

Attachment: Administrative Instruction [REDACTED]
with comments.

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MEMORANDUM FOR:

FROM : Management Officer

SUBJECT : Draft of Administrative Instruction re Dissemination of CIA Produced Intelligence and Information.

1. There is reproduced below a draft of a proposed Administrative Instruction concerning dissemination of CIA produced intelligence and information.

2. This draft has been prepared to incorporate recommendations submitted by representatives of all offices concerned at a coordination meeting held 19 April 1950.

3. Request that you forward your concurrence or comments to this office on the attached sheet by 28 April 1950.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

SUBJECT: Dissemination of CIA-Produced Intelligence and Information

RESCISSIONS: Admin. Instr. [REDACTED] dated 22 August 1946
Admin. Instr. [REDACTED] dated 9 June 1947

REFERENCES: General Order [REDACTED] dated 21 July 1949
Admin. Instr. [REDACTED], dated 7 December 1948

1. General Policy

It is the general policy of the Central Intelligence Agency not to disclose or furnish the contents of CIA-produced intelligence or information to individuals or organizations other than those of the United States Government. Exceptions to this policy require specific approval of the Director.

2. Definitions

a. CIA-produced intelligence consists of intelligence publications prepared by any evaluating component of CIA ("finished intelligence").

b. CIA-produced information consists of information reports prepared for intelligence use by any collecting or reference component of CIA ("raw information").

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SECRET3. Approved Exceptions to General Policy

a. Certain classified intelligence produced under the National Intelligence Survey Program which the Office of Reports and Estimates, by prior authorization, disseminates to foreign governments.

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c. Current intelligence and intelligence memoranda produced by ORE and OSI, by prior authorization, may be distributed directly to certain specifically designated recipients.

(1) Supplemental distribution will require prior authorization of the Director in each case.

d. Information reports produced by OO and OSO, by prior authorization, may be distributed directly to using agencies when the need is urgent or when special security considerations make it inadvisable to use normal channels.

e. Offices making direct distribution covered in 3c and d above will inform OCD and when appropriate will deliver to OCD copies for distribution to other authorized recipients.

f. (see Attached)
All authorized exceptions to the general policy currently in effect are subject to review and renewal within 90 calendar days after date of this instruction.

g. (see Attached)
4 Authority for Dissemination

a. The responsibility for dissemination of intelligence and information ~~relating to the national security~~ rests with the Assistant Director for Collection and Dissemination, under the overall policies ~~and with certain specific exceptions~~ of the Director of Central Intelligence.

b. OCD, in carrying out such dissemination, will be guided by existing security policies and will utilize as required the facilities of the Chief, Inspection and Security Staff. OCD will further be guided by the provisions of General Order ~~Administrative Instruction~~ and this Instruction.

-2-

SECRET

f. All Requests for dissemination ^{received} from the Presidential Staff or members of the Congress will be ~~or~~ coordinated with the General Counsel prior to ~~subsequent~~ dissemination action.

g. The Assistant Director for Collection and Dissemination will secure from the Director's Office a Revised list of all Authorized exceptions to the General policy within 30 calendar days after date of this instruction. This list together with Authorized changes will be currently maintained by OCD.

SECRET

5. Dissemination within the United States Government

a. OCD, in collaboration with the producing office and after coordination with I&SS, will publish a standard distribution list for each recurrent category of CIA-produced intelligence or information. Initial dissemination of the recurrent items will be dictated by the standard distribution list.

b. Supplemental dissemination will be in response to specific requests authorized by the Director of Central Intelligence or by the Assistant Director for Collection and Dissemination in collaboration with the producing office and with I&SS.

6. Dissemination to U.S. Citizens or U.S. Organizations other than U.S. Government

a. Proposed dissemination of CIA-produced intelligence or information classified "Confidential" or higher must be approved by the Director of Central Intelligence. OCD will collaborate with the producing office and will coordinate with I&SS prior to submittal to DCI.

b. Proposed dissemination of CIA-produced intelligence or information classified "Restricted" or unclassified must be approved by the Assistant Director for Collection and Dissemination. OCD will collaborate with the producing office and will effect coordination with DCI, I&SS, and the Legal Staff when necessary.

c. All proposed dissemination must comply with the following conditions:

- (1) The proposed recipient has need for the material.
- (2) Clear existing or potential advantage to the United States Government can be shown to result from the proposed dissemination.
- (3) The proposed dissemination can be accomplished without embarrassment to the United States Government, the Central Intelligence Agency, or responsible CIA officials.

25X1A

8. Physical Reproduction

Intelligence-producing components of CIA will coordinate with Administrative Staff to ensure that the required number of copies of their respective intelligence products are in appropriate form and in sufficient quantity to fill the needs of the current distribution list, sufficient quantities for stock, and supplemental distribution.

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SECRET

SECRET

9. Physical Distribution

a. OCD will control the physical distribution in accordance with current standard distribution lists and authorizations for the supplemental distribution of specific items.

b. OCD will maintain:

(1) Surplus stocks for published items of finished intelligence materials.

(2) Stock inventory records for items of published finished intelligence materials held for supplemental distribution.

10. Processing of Requests

OCD will process requests for ^{Published} CIA ~~intelligence~~ intelligence information in accordance with the provisions of this Instruction. <sup>And Requests for CIA-
produced</sup>
~~or will prepare a suitable negative response~~

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A
[Redacted]
Acting Executive
25X1A
[Redacted]

In the event A negative Response is necessary,
it will be prepared by OCD in consultation with
the producing office.

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SECRET

SECRET

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: _____

FROM: _____

SUBJECT: Draft of Administrative Instruction re Dissemination
of CIA Produced Intelligence and Information

1. This office concurs with the draft of Administrative Instruction
re Dissemination of CIA Produced Intelligence and Information, dated
21 April 1950.

2. Comments:

Signature

PEA

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SECRET

SECRET

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer


DATE: 21 April

FROM: 


SUBJECT: Draft of Administrative Instruction re Dissemination
of CIA Produced Intelligence and Information

1. This office concurs with the draft of Administrative Instruction
re Dissemination of CIA Produced Intelligence and Information, dated
21 April 1950.

2. Comments:

#1 - What is Agency Regulation 

#3c - Does this refer to
working papers? - If so should
specific instruction be
written for these? - No

Signature 

-5-

SECRET

-2-

3. Dissemination Policy:

It is the policy of the Central Intelligence Agency to disseminate CIA-produced intelligence or intelligence information on a need-to-know basis to those officials of the United States Government who are responsible for the formulation or execution of national policy.

4. Publications Distributed by the Producing Office Direct to Recipients:

7 The Director of Central Intelligence has authorized the direct distribution of current intelligence and intelligence memoranda by ORE and OSI to certain recipients specifically designated or approved by him. The Director of Central Intelligence has also authorized the distribution of intelligence information direct to using agencies by OO and OSO when the need is urgent or when special security considerations make it inadvisable to use normal dissemination channels. In all such cases, the producing office will inform OCD of such direct distribution and, when appropriate, will deliver to OCD additional copies for distribution to other authorized recipients. For current intelligence and intelligence memoranda, such supplemental distribution must always be personally directed or approved by the Director of Central Intelligence prior to dissemination.

5. Publications Distributed to Recipients through OCD:

a. NIS Publications:

The dissemination of all publications produced under the NIS program is determined by the Interdepartmental NIS Committee under the Chairmanship of the CIA member. If, in disseminating CIA-produced NIS materials, departure from the general dissemination policy is desired, the procedure directed in paragraph 7 below is to be followed.

b. Other Publications and Reports:

For each publication or report other than those mentioned in paragraphs 4 and 5 a above, the producing office will recommend to OCD an appropriate distribution list, based on the need-to-know principle. This list may be either a standard distribution list (for certain recurrent publications and reports having regular recipients) or a specific distribution list (for publications and reports having no standard distribution). The Office of Collection and Dissemination will ensure that the recommended lists are in accordance with CIA's general dissemination policy or approved exceptions thereto, and with the Central Intelligence Agency's security regulations as interpreted by the Inspection and Security Staff. Requests or recommendations for supplemental distribution of CIA-produced intelligence and intelligence information will be routed to the Office of Collection and Dissemination for coordination. Such coordination will include referral of each request or recommendation to the producing office for comment and to the Inspection and Security Staff for clearance.

SECRET

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DRAFT

25X1A

12 April 1950.

MEMORANDUM FOR: [REDACTED]

FROM: Management Officer

25X1A

SUBJECT: Drafts of Administrative Instructions [REDACTED] and [REDACTED]

25X1A

1. There is reproduced below drafts of two proposed Administrative Instructions pertaining to operational aspects of Agency activities.

2. In order that final action may be effected at an early date, a coordination meeting will be held at 1000 hours 19 April 1950 in Room 2519 M Building. It is requested that representatives of your office attending the meeting be authorized to effect final action.

ADMINISTRATIVE INSTRUCTION NO. [REDACTED]

SUBJECT: Dissemination of CIA-produced Intelligence and Intelligence Information.

RESCISSIONS: a. Admin. Instruction [REDACTED] dated 22 August 1946
b. Admin. Instruction [REDACTED] dated 9 June 1947
c. Admin. Instruction [REDACTED] dated 7 December 1948
d. Admin. Instruction [REDACTED] dated 15 July 1947
e. General Order [REDACTED] dated 21 July 1949

REFERENCE: Administrative Instruction [REDACTED] dated [REDACTED]
(same date as this new Administrative Instruction [REDACTED])

1. Purpose:

The purpose of this directive is to state the policies and procedures governing dissemination of CIA-produced Intelligence and Intelligence Information.

2. Definitions:

a. CIA-produced Intelligence consists of intelligence publications prepared by any evaluating component of CIA ("finished intelligence").

b. CIA-produced Intelligence Information consists of intelligence information reports prepared by any collecting ^{or reference} component of CIA ("raw information").

SECRET

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a. The dissemination to certain foreign governments of classified intelligence publications produced under the NIS program, as authorized by the Interdepartmental NIS Committee through its ORE Chairman.

b. The dissemination to certain foreign governments of certain classified intelligence publications (other than NIS publications) prepared by the Office of Reports and Estimates, the Office of Scientific Intelligence, and the Office of Special Operations.



d. The dissemination of certain unclassified intelligence information reports prepared by OSI to certain US private individuals and organizations.

9. Additional Provisions for Sensitive Intelligence Information Reports:

a. If it is necessary, in the interest of source protection, to withhold CIA-produced intelligence information reports from one or more of the IAC agencies, such reports shall be stamped CIA INTERNAL USE ONLY and shall not be transmitted or disclosed to any agency outside of the Central Intelligence Agency.

Complied with #4

b. CIA-produced intelligence information reports of special sensitivity, which must nevertheless be disseminated to IAC agencies on a need-to-know basis, shall be stamped LIMITED DISTRIBUTION, shall be in a separate report series, and shall be delivered not to IAC reading panel units but to specific officers within each agency, as designated by the producing office. Such reports shall also bear the notation: "This report is for the information of the following officers only: (list of names). It will receive no further dissemination, either written or oral, without the concurrence of the Central Intelligence Agency, through the Assistant Director for Collection and Dissemination."

c. Unevaluated CIA-produced intelligence information reports will normally be disseminated only to IAC agencies, unless the report is unclassified or, if classified, provided that the producing office concurs in such dissemination, with or without additional editing.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

SECRET

STATSPEC

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c. Physical Distribution and Storage by OCD.

The Office of Collection and Dissemination will be responsible for performing the physical distribution of all publications and reports, except as noted in paragraph 4 above. For this purpose, the publishing or producing office will deliver to the Office of Collection and Dissemination a sufficient number of copies of each publication or report to implement the initial distribution list and to stock for supplemental distribution. The Office of Collection and Dissemination will maintain such surplus stocks and will keep appropriate distribution records and stock inventory records.

6. Conditions Under Which Exceptions to CIA's General Dissemination Policy will be Authorized:

Exceptions to CIA's general dissemination policy as stated in paragraph 2 above will be authorized only under the following conditions:

- a. The proposed recipient has need for the publication.
- b. Actual or potential advantage to the US Government can be clearly shown to result from the proposed dissemination.
- c. The proposed dissemination can be accomplished without embarrassment to the US Government.
- d. The proposed dissemination conforms to established policies of the State-Defense Military Information Control Committee.

7. Procedures for Obtaining Authorization of Exceptions:

Requests or recommendations for exceptions to CIA's general dissemination policy as stated in paragraph 2 above will be routed to the producing office for comment as to such releasability, based on the considerations listed in paragraph 6 above. A justification or negative response will then be forwarded by the producing office to the Inspection and Security Staff, when necessary, for comment. The producing office will then submit the request or recommendation, together with all supporting papers, to the Director of Central Intelligence for approval or disapproval, except that the Assistant Director for Collection and Dissemination is authorized to approve or disapprove the dissemination of RESTRICTED or UNCLASSIFIED publications and reports (other than NIS publications) to US private individuals or organizations.

8. Authorized exceptions to CIA's General Dissemination Policy:

The following exceptions to CIA's general dissemination policy as stated in paragraph 2 above have already been authorized:

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25X1A ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

SUBJECT: Preparation of CIA-produced Intelligence Publications and Intelligence Information Reports.

25X1A RESCISSIONS: a. Administrative Instruction [REDACTED] dated 7 December 1948.
25X1A b. General Order [REDACTED] dated 21 July 1949.

25X1A REFERENCE: Administrative Instruction [REDACTED] dated [REDACTED]
(same date as this new Administrative Instruction [REDACTED])

25X1A

In accordance with the provisions of the National Security Act of 1947 (Public Law 253), all CIA-produced intelligence publications and intelligence information reports will be so prepared and edited as to eliminate the danger of disclosing covert or semi-covert sources or methods.

I. Intelligence Publications

The form of CIA-produced intelligence publications will be as determined by the producing office, after consultation, when necessary, with other offices and staffs as are appropriate.

II. Intelligence Information Reports

1. Forms:

The following forms will be used by producing offices in the preparation of CIA intelligence information reports.

a. Form No. 51-4A, Information Report, revised September 1948—to be used by the Office of Special Operations for unevaluated intelligence information reports. These reports will be reproduced on yellow paper.

b. Form No. 51-4B, Information Report, revised December 1948—to be used by Contact Division, Office of Operations, for unevaluated intelligence information reports. These reports will be reproduced on pink paper.

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2. Explanation of Items on Forms:

The producing office will complete each form in detail as indicated below:

a. Country:

Show the country to which the information pertains.

b. Subject:

Select and fill in the subject most descriptive of the information contained in the report.

c. Place Acquired (Forms 51-4A and 51-4B only):

25X1A

d. Date Acquired by Source (Form 51-4B only):

Specify the date on which the information was collected in the field by the original source of the information.

e. Date of Information:

State the actual date when the event or events reported on took place.

STATSPEC

g. Where Published (Form 51-4C only):

Indicate the country and city where the information was originally published or broadcast.

h. Date Published (Form 51-4C only):

Indicate the date of the original publication or issue of the document, or date of the broadcast.

SECRET

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i. Language (Form 51-4C only):

Indicate the language in which the material was originally published or broadcast.



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k. Collection Directive Number:

Enter the CD number to which the information report pertains.

l. Date Distributed:

Date on which the report is distributed by the Central Intelligence Agency. This space will be left blank by the originating office and will be completed by the Office of Collection and Dissemination.

m. Number of Pages:

Enter the total number of pages comprising the report.

n. Number of Enclosures (Forms 51-4A and 51-4B only):

Enter the total number of enclosures to the basic report. In addition, the enclosures will be identified by a listing at the end of the report. This listing will be as brief as possible. Each enclosure will be marked with the same symbol as on the listing. Abbreviations will be used whenever practicable.

o. Supplement to Report Number:

If the report provides additional information which supplements or changes a previous report, the originating office will indicate this by inserting in this space the report number of the previous report or reports.

p. Grading of Source by Office of Origin (Forms 51-4A and 51-4B only):

The originating office will mark the appropriate box from knowledge of and experience with the source from which the report was derived.

q. Collector's Preliminary Grading of Content (Form 51-4A only):

This will be accomplished by the originating office and will be the grading which is furnished by the original source of the information.

SECRET

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r. Source's Opinion of Content (Form 51-4B only):

This will be accomplished by the originating office and will be the grading which is furnished by the original source of the information.

s. Source

(1) This section will be accomplished by the originating office and will serve as a description of the source enabling the analyst using the report to evaluate the source's presentation of the information.

(2) The originating office will take action to ensure that sources are given necessary security protection without rendering the report useless by suppressing information essential to evaluation by users.

(3) When possible, in the light of known security requirements, reporting offices will furnish a description of the source, including factors affecting his objectivity as a source, specify how the source got his information, and describe or identify sub-sources of the reported information.

(4) When the source is documentary, identification will be made by brief title or short description of the document and its character.

t. Body of Report:

This will contain the information as edited and prepared for dissemination. If the report requires more than one page, only the first page will be prepared on report forms. Succeeding pages will be prepared on blank duplicating masters with each page appropriately classified and numbered consecutively. These pages will contain the proper report number in the upper right-hand corner, as stated in paragraph 2.j., above.

u. Indication of Distribution:

(1) The report forms contain a box at the bottom of the form for distribution. The Office of Collection and Dissemination will indicate such distribution, by means of "X" marks in appropriate boxes, in accordance with the provisions of the reference.

(2) Form 51-4A provides a second distribution box at the bottom of the form for internal OSO distribution. This distribution box is for use by OSO only and is not to appear on copies prepared from the master form which are disseminated by OCD.

SECRET

3. Security Precautions:

The producing office will assign to each report its appropriate security classification and will appropriately stamp those reports which are for CIA INTERNAL USE ONLY or for LIMITED DISTRIBUTION, according to the provisions of paragraph 9. of the reference.

4. Evaluation:

The Office of Reports and Estimates and the Office of Scientific Intelligence will prepare evaluations of all intelligence information reports. When practicable, these evaluations will include opinions of analysts in the IAC agencies as to the value of such reports for departmental intelligence purposes. The Office of Collection and Dissemination will endeavor to obtain, from requesters outside of CIA, evaluations of reports prepared in answer to their specific requirements.

5. Dissemination:

Intelligence information reports will be disseminated in accordance with the provisions of the reference. They will be distributed immediately after their preparation, without waiting for evaluation of ORE and OSI. Evaluations by ORE and OSI will be submitted to OO and OSO as soon thereafter as possible, but will not be disseminated further.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

25X1A

SECRET

ORE Dups.

050 - OCA - Per 5c. expand to allow for OCA reprod. of master ditto rather than originating office. ok.

Dec 15 draft - agreeable to all repr.

[redacted] one paper
[redacted] - separate paper.

Include sense of Par 4 & 15 draft in Par 3c of 15 Dec draft.

add ~~statement~~ ^{statement} in responsibility for dissemination is in OCA. Par 4a. 15 Dec draft.

Definitions Use App. 1 & 2 as amended. In Par 2.

Par 3 & (1) as "with Washington addresses"
3 b (1) as "Public and private Relations".

~~Par 5 a & b~~
Par 5 a & b - combine

Par 7 - ~~eliminate~~
~~dissemination~~ [redacted]

Eliminate b. give cross reference to Reg 5 to pick up b.

ILLEGIB

Not our paper - we still like
our Draft of Dec 11 - But put this out
to be fair -
OPE gave us a complete rewrite

What is their version -

There will be no New Order when
new Regs. But content ~~can~~ can be
incorporated into our Draft of 11 Dec.

This has been in mail since November
and must now ~~be~~ be settled.

[REDACTED] - we feel should be
a secondary subject.

Purpose of the meeting is to
reduce all or most of points of controversy
to a solution & to command attention.

No Intelligence Information

Intelligence is one thing
(Raw) Information is another.

Normal Channels:

OC to distribute (including MIS)



MIS Committee directs itself
to production of MIS in the
ORE Production Office

STATINTL



Chue

SECRET

DRAFT

12 April 1950

MEMORANDUM FOR: _____

FROM: Management Officer

SUBJECT: Drafts of Administrative Instructions [REDACTED]

1. There is reproduced below drafts of two proposed Administrative Instructions pertaining to operational aspects of Agency activities.

2. In order that final action may be effected at an early date, a coordination meeting will be held at 1000 hours 19 April 1950 in Room 2519 M Building. It is requested that representatives of your office attending the meeting be authorized to effect final action.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

SUBJECT: Dissemination of CIA-produced Intelligence and Intelligence Information.

RESCISSIONS: a. Admin. Instruction [REDACTED] dated 22 August 1946
b. Admin. Instruction [REDACTED] dated 9 June 1947
c. Admin. Instruction [REDACTED] dated 7 December 1948
d. Admin. Instruction [REDACTED] dated 15 July 1947
e. General Order [REDACTED] dated 21 July 1949

REFERENCE: Administrative Instruction [REDACTED] dated _____
(same date as this new Administrative Instruction No. [REDACTED].)

1. Purpose:

The purpose of this directive is to state the policies and procedures governing dissemination of CIA-produced Intelligence and Intelligence Information.

2. Definitions:

a. CIA-produced Intelligence consists of intelligence publications prepared by any evaluating component of CIA ("finished intelligence").

b. CIA-produced Intelligence Information consists of intelligence information reports prepared by any ^{original or Refiner} collecting component of CIA ("raw information"). *In full use*

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3. Dissemination Policy:

It is the policy of the Central Intelligence Agency to disseminate CIA-produced intelligence or intelligence information on a need-to-know basis to those officials of the United States Government who are responsible for the formulation or execution of national policy.

4. Publications Distributed by the Producing Office Direct to Recipients:

The Director of Central Intelligence has authorized the direct distribution of current intelligence and intelligence memoranda by ORE and OSI to certain recipients specifically designated or approved by him. The Director of Central Intelligence has also authorized the distribution of intelligence information direct to using agencies by OO and OSO when the need is urgent or when special security considerations make it inadvisable to use normal dissemination channels. In all such cases, the producing office will inform OCD of such direct distribution and, when appropriate, will deliver to OCD additional copies for distribution to other authorized recipients. For current intelligence and intelligence memoranda, such supplemental distribution must always be personally directed or approved by the Director of Central Intelligence prior to dissemination.

after approval

5. Publications Distributed to Recipients through OCD:

a. NIS Publications:

The dissemination of all publications produced under the NIS program is determined by the Interdepartmental NIS Committee under the Chairmanship of the CIA member. If, in disseminating CIA-produced NIS materials, departure from the general dissemination policy is desired, the procedure directed in paragraph 7 below is to be followed.

b. Other Publications and Reports:

For each publication or report other than those mentioned in paragraphs 4 and 5 a above, the producing office will recommend to OCD an appropriate distribution list, based on the need-to-know principle. This list may be either a standard distribution list (for certain recurrent publications and reports having regular recipients) or a specific distribution list (for publications and reports having no standard distribution). The Office of Collection and Dissemination will ensure that the recommended lists are in accordance with CIA's general dissemination policy or approved exceptions thereto, and with the Central Intelligence Agency's security regulations as interpreted by the Inspection and Security Staff. Requests or recommendations for supplemental distribution of CIA-produced intelligence and intelligence information will be routed to the Office of Collection and Dissemination for coordination. Such coordination will include referral of each request or recommendation to the producing office for comment and to the Inspection and Security Staff for clearance.

SECRET

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c. Physical Distribution and Storage by OCD

The Office of Collection and Dissemination will be responsible for performing the physical distribution of all publications and reports, except as noted in paragraph 4 above. For this purpose, the publishing or producing office will deliver to the Office of Collection and Dissemination a sufficient number of copies of each publication or report to implement the initial distribution list and to stock for supplemental distribution. The Office of Collection and Dissemination will maintain such surplus stocks and will keep appropriate distribution records and stock inventory records.

*elafy
modifying*

6. Conditions Under Which Exceptions to CIA's General Dissemination Policy will be Authorized:

Exceptions to CIA's general dissemination policy as stated in paragraph 2 above will be authorized only under the following conditions:

- a. The proposed recipient has need for the publication.
- b. Actual or potential advantage to the US Government can be clearly shown to result from the proposed dissemination.
- c. The proposed dissemination can be accomplished without embarrassment to the US Government.
- d. The proposed dissemination conforms to established policies of the State-Defense Military Information Control Committee.

7. Procedures for Obtaining Authorization of Exceptions:

Requests or recommendations for exceptions to CIA's general dissemination policy as stated in paragraph 2 above will be routed to the producing office for comment as to such releasability, based on the considerations listed in paragraph 6 above. A justification or negative response will then be forwarded by the producing office to the Inspection and Security Staff, when necessary, for comment. The producing office will then submit the request or recommendation, together with all supporting papers, to the Director of Central Intelligence for approval or disapproval, except that the Assistant Director for Collection and Dissemination is authorized to approve or disapprove the dissemination of RESTRICTED or UNCLASSIFIED publications and reports (other than NIS publications) to US private individuals or organizations.

8. Authorized exceptions to CIA's General Dissemination Policy:

The following exceptions to CIA's general dissemination policy as stated in paragraph 2 above have already been authorized:

SECRET

a. The dissemination to certain foreign governments of classified intelligence publications produced under the NIS program, as authorized by the Interdepartmental NIS Committee through its ORE Chairman.

b. The dissemination to certain foreign governments of certain classified intelligence publications (other than NIS publications) prepared by the Office of Reports and Estimates, the Office of Scientific Intelligence, and the Office of Special Operations.

STATSPEC

d. The dissemination of certain unclassified intelligence information reports prepared by OSI to certain US private individuals and organizations.

9. Additional Provisions for Sensitive Intelligence Information Reports:

a. If it is necessary, in the interest of source protection, to withhold CIA-produced intelligence information reports from one or more of the IAC agencies, such reports shall be stamped CIA INTERNAL USE ONLY and shall not be transmitted or disclosed to any agency outside of the Central Intelligence Agency.

b. CIA-produced intelligence information reports of special sensitivity, which must nevertheless be disseminated to IAC agencies on a need-to-know basis, shall be stamped LIMITED DISTRIBUTION, shall be in a separate report series, and shall be delivered not to IAC reading panel units but to specific officers within each agency, as designated by the producing office. Such reports shall also bear the notation: "This report is for the information of the following officers only: (list of names). It will receive no further dissemination, either written or oral, without the concurrence of the Central Intelligence Agency, through the Assistant Director for Collection and Dissemination."

c. Unevaluated CIA-produced intelligence information reports will normally be disseminated only to IAC agencies, unless the report is unclassified or, if classified, provided that the producing office concurs in such dissemination, with or without additional editing.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

SUBJECT: Preparation of CIA-produced Intelligence Publications and Intelligence Information Reports.

RESCISSIONS: a. Administrative Instruction [REDACTED] dated 7 December 1948.
b. General Order [REDACTED] dated 21 July 1949.

REFERENCE: Administrative Instruction [REDACTED] dated [REDACTED]
(same date as this new Administrative Instruction [REDACTED])

In accordance with the provisions of the National Security Act of 1947 (Public Law 253), all CIA-produced intelligence publications and intelligence information reports will be so prepared and edited as to eliminate the danger of disclosing covert or semi-covert sources or methods.

I. Intelligence Publications

The form of CIA-produced intelligence publications will be as determined by the producing office, after consultation, when necessary, with other offices and staffs as are appropriate.

II. Intelligence Information Reports

1. Forms:

The following forms will be used by producing offices in the preparation of CIA intelligence information reports.

a. Form No. 51-4A, Information Report, revised September 1948— to be used by the Office of Special Operations for unevaluated intelligence information reports. These reports will be reproduced on yellow paper.

b. Form No. 51-4B, Information Report, revised December 1948— to be used by Contact Division, Office of Operations, for unevaluated intelligence information reports. These reports will be reproduced on pink paper.

SECRET

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2. Explanation of Items on Forms:

The producing office will complete each form in detail as indicated below:

a. Country:

Show the country to which the information pertains.

b. Subject:

Select and fill in the subject most descriptive of the information contained in the report.



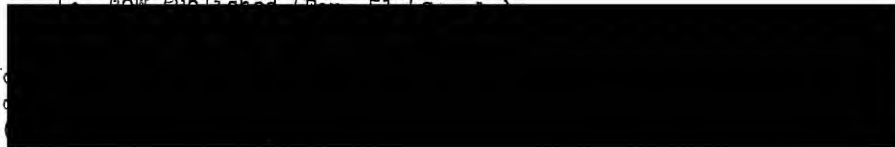
d. Date Acquired by Source (Form 51-4B only):

Specify the date on which the information was collected in the field by the original source of the information.

e. Date of Information:

State the actual date when the event or events reported on took place.

f. How Published (Form 51-4C only):



g. Where Published (Form 51-4C only):

Indicate the country and city where the information was originally published or broadcast.

h. Date Published (Form 51-4C only):

Indicate the date of the original publication or issue of the document, or date of the broadcast.

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i. Language (Form 51-4C only):

Indicate the language in which the material was originally published or broadcast.

j. Report Number

k. Collection Directive Number:

Enter the CD number to which the information report pertains.

l. Date Distributed:

Date on which the report is distributed by the Central Intelligence Agency. This space will be left blank by the originating office and will be completed by the Office of Collection and Dissemination.

m. Number of Pages:

Enter the total number of pages comprising the report.

n. Number of Enclosures (Forms 51-4A and 51-4B only):

Enter the total number of enclosures to the basic report. In addition, the enclosures will be identified by a listing at the end of the report. This listing will be as brief as possible. Each enclosure will be marked with the same symbol as on the listing. Abbreviations will be used whenever practicable.

o. Supplement to Report Number:

If the report provides additional information which supplements or changes a previous report, the originating office will indicate this by inserting in this space the report number of the previous report or reports.

p. Grading of Source by Office of Origin (Forms 51-4A and 51-4B only):

The originating office will mark the appropriate box from knowledge of and experience with the source from which the report was derived.

q. Collector's Preliminary Grading of Content (Form 51-4A only):

This will be accomplished by the originating office and will be the grading which is furnished by the original source of the information.

SECRET

STATSPEC

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r. Source's Opinion of Content (Form 51-4B only):

This will be accomplished by the originating office and will be the grading which is furnished by the original source of the information.

s. Source

(1) This section will be accomplished by the originating office and will serve as a description of the source enabling the analyst using the report to evaluate the source's presentation of the information.

(2) The originating office will take action to ensure that sources are given necessary security protection without rendering the report useless by suppressing information essential to evaluation by users.

(3) When possible, in the light of known security requirements, reporting offices will furnish a description of the source, including factors affecting his objectivity as a source, specify how the source got his information, and describe or identify sub-sources of the reported information.

(4) When the source is documentary, identification will be made by brief title or short description of the document and its character.

t. Body of Report:

This will contain the information as edited and prepared for dissemination. If the report requires more than one page, only the first page will be prepared on report forms. Succeeding pages will be prepared on blank duplicating masters with each page appropriately classified and numbered consecutively. These pages will contain the proper report number in the upper right-hand corner, as stated in paragraph 2.j., above.

u. Indication of Distribution:

(1) The report forms contain a box at the bottom of the form for distribution. The Office of Collection and Dissemination will indicate such distribution, by means of "X" marks in appropriate boxes, in accordance with the provisions of the reference.

(2) Form 51-4A provides a second distribution box at the bottom of the form for internal OSO distribution. This distribution box is for use by OSO only and is not to appear on copies prepared from the master form which are disseminated by OCD.

SECRET

3. Security Precautions:

The producing office will assign to each report its appropriate security classification and will appropriately stamp those reports which are for CIA INTERNAL USE ONLY or for LIMITED DISTRIBUTION, according to the provisions of paragraph 9. of the reference.

4. Evaluation:

Review Done

The Office of Reports and Estimates and the Office of Scientific Intelligence will prepare evaluations of all intelligence information reports. When practicable, these evaluations will include opinions of analysts in the IAC agencies as to the value of such reports for departmental intelligence purposes. The Office of Collection and Dissemination will endeavor to obtain, from requesters outside of CIA, evaluations of reports prepared in answer to their specific requirements.

5. Dissemination:

Intelligence information reports will be disseminated in accordance with the provisions of the reference. They will be distributed immediately after their preparation, without waiting for evaluation of ORE and OSI. Evaluations by ORE and OSI will be submitted to OO and OSO as soon thereafter as possible, but will not be disseminated further.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

25X1A

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STATINTL

TRANSMITTANCE SLIP		
18 Apr 1950		
DATE		
TO: [REDACTED]		
BUILDING	South	ROOM NO. 144
REMARKS:		
<p>Doug,</p> <p>I've run off plenty of copies of this, but have not sent them to other Offices. If you think it desirable to send them out before tomorrow's meeting - rather than at the meeting - let me know by phone and I'll do so.</p> <p><i>[Signature]</i></p>		
FROM: J. M. Andrews		
BUILDING	M	ROOM NO. EXTENSION
FORM NO. 36-8 SEP 1946		

CONFIDENTIAL

18 April 1950

MEMORANDUM FOR: MANAGEMENT OFFICER

FROM: Assistant Director, OCD

SUBJECT: Draft of Administrative Instruction
revised.

1. OCD is obliged to dissent from the subject draft.
2. Chief reason for the dissent is that the draft, though it does not propose working procedures very different from those now being used, does formalize a radical change in dissemination policy. It charges each Office with making its own dissemination policy - without regard to the policies of other Offices - and in effect would place upon the Director himself the onus of reconciling all differences on this score.
3. OCD believes that the Agency should continue to charge one Office with responsibility for shaping and implementing a coherent dissemination policy for all CIA publications except those very few which genuinely require special treatment. The policy should be flexible enough to meet day-to-day needs, and it should be implemented with due regard for the day-to-day wishes of the producing Offices. But what is everyone's business is no-one's business, and there should be a single Office responsible to the Director for seeing to it that CIA has a coherent and consistent dissemination policy, that this policy is effectively implemented, and that it makes the best compromise possible between the conflicting variables: 1) security, 2) internal needs of CIA, and 3) legitimate needs of other agencies.
4. It is recommended that each Office be invited to prepare its own redraft of Administrative Instruction and that the several drafts then be submitted to COAPS for study, integration, and final recommendation to the Director.

JAMES M. ANDREWS

CONFIDENTIAL

APR 18 1950

CONFIDENTIAL

18 April 1950

MEMORANDUM FOR: MANAGEMENT OFFICER

FROM: Assistant Director, OCD

SUBJECT: Draft of Administrative Instruction [REDACTED]
revised.

1. OCD is obliged to dissent from the subject draft.

2. Chief reason for the dissent is that the draft, though it does not propose working procedures very different from those now being used, does formalize a radical change in dissemination policy. It charges each Office with making its own dissemination policy - without regard to the policies of other Offices - and in effect would place upon the Director himself the onus of reconciling all differences on this score.

3. OCD believes that the Agency should continue to charge one Office with responsibility for shaping and implementing a coherent dissemination policy for all CIA publications except those very few which genuinely require special treatment. The policy should be flexible enough to meet day-to-day needs, and it should be implemented with due regard for the day-to-day wishes of the producing Offices. But what is everyone's business is no-one's business, and there should be a single Office responsible to the Director for seeing to it that CIA has a coherent and consistent dissemination policy, that this policy is effectively implemented, and that it makes the best compromise possible between the conflicting variables: 1) security, 2) internal needs of CIA, and 3) legitimate needs of other agencies.

4. It is recommended that each Office be invited to prepare its own redraft of Administrative Instruction [REDACTED] and that the several drafts then be submitted to COAPS for study, integration, and final recommendation to the Director.

[REDACTED]
JAMES H. ANDREWS

CONFIDENTIAL

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25X1A

SECRET

DRAFT - 15 December 1949. *OCD*

MEMORANDUM FOR: Assistant Director for Scientific Intelligence

FROM: Management Officer

SUBJECT: Draft of Administrative Instruction re Dissemination of CIA-produced Intelligence and Intelligence Information.

OSI
Ad. Staff
OSO
Legal
ORC

1. There is reproduced below a draft of a proposed Administrative Instruction concerning dissemination of CIA-produced intelligence and intelligence information.

25X1A

2. This summarization of three existing instructions includes comments received by this office on the preliminary drafts of [redacted] submitted during November 1949.

25X1A

3. The dissemination aspects of Administrative Instruction No. [redacted] are included in this draft. The collection aspects of this Instruction are covered by NSCID No. 2, and existing policies of the Agency.

Dissem
OO

25X1A

4. Request that you forward your comments or concurrence to this office by 30 December 1949.

25X1A

ILLEGIB

ADMINISTRATIVE INSTRUCTION
NO. [redacted]

SUBJECT: Dissemination of CIA-Produced Intelligence and Intelligence Information.

25X1A

RESCISSIONS: Admin. Instr. [redacted] dated 22 August 1946
Admin. Instr. [redacted] dated 9 June 1947
Admin. Instr. [redacted] dated 15 July 1947

25X1A

REFERENCES: General Order [redacted] dated 21 July 1949
Admin. Instr. [redacted] dated 7 December 1948

1. General Policy

a. It is the general policy of the Central Intelligence Agency not to disclose or furnish the contents of CIA-produced intelligence or intelligence information to individuals or organizations other than those of the United States Government. Exceptions to this policy require specific approval of the Director.

-1-

SECRET

SECRET*Nail
Down
also
question*2. Definitions — *re-written**Use copy
in staff
communications*
a. CIA-Produced Intelligence:

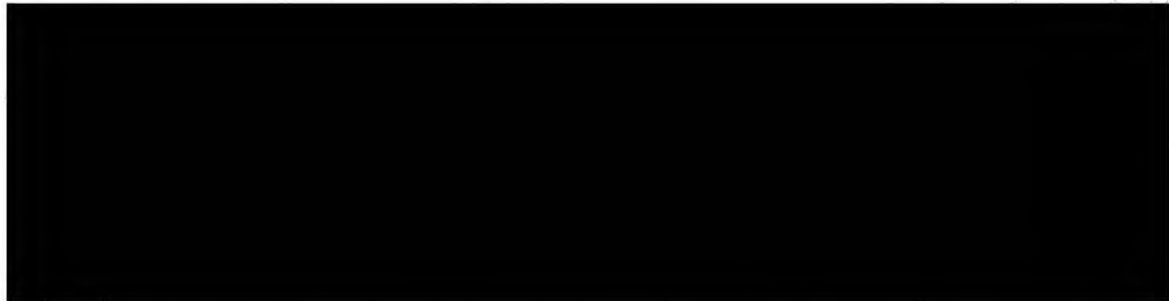
The published, evaluated product of the intelligence-producing components of CIA.

b. CIA-Produced Intelligence Information:

The unevaluated "raw" ^(unprocessed) intelligence product of any organizational component of CIA. *for control purposes*

3. Approved Exceptions to General Policy

a. Certain classified intelligence produced under the National Intelligence Surveys Program which the Office of Reports and Estimates, by prior authorization, disseminates to foreign governments.



re-written
c. Certain unclassified intelligence information publications which the Office of Scientific Intelligence, by prior authorization, disseminates to private individuals and non-governmental organizations. — *write*
Removal of specific approvals from document

4. Authority for Dissemination *See par 4 of Dept # 2*

→ a. The ^{responsibility} ~~authority to decide~~ the need for dissemination of intelligence and intelligence information relating to the national security rests with the Assistant Director for Collection and Dissemination, under the overall policies of and with certain specific exceptions of the Director of Central Intelligence.

b. OCD, in carrying out such dissemination, will be guided by existing security policies and will utilize as required the facilities of the Chief, Inspection and Security Staff. OCD will further be guided by the provisions of General Order [REDACTED] Administrative Instruction No. [REDACTED], and this Instruction.

5. Dissemination within the United States Government

a. OCD, in collaboration with the producing office and after coordination with I&SS, will publish a standard distribution list for each recurrent category of CIA-produced intelligence or intelligence information.

-2-

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Combine with 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

a. Initial dissemination of the recurrent items will be dictated by the standard distribution list.

b. Supplemental dissemination will be in response to specific requests authorized by the Director of Central Intelligence or by the Assistant Director for Collection and Dissemination in collaboration with the producing office and with I&SS.

6. Dissemination to U. S. Citizens or U. S. Organizations other than U.S. Government

a. Proposed dissemination of CIA-produced intelligence or intelligence information classified "Confidential" or higher must be approved by the Director of Central Intelligence. OCD will collaborate with the producing office and will coordinate with I&SS prior to submittal to DCI.

b. Proposed dissemination of CIA-produced intelligence or intelligence information classified "Restricted" or unclassified must be approved by the Assistant Director for Collection and Dissemination. OCD will collaborate with the producing office and will effect coordination with DCI, I&SS, and the Legal Staff when necessary.

c. All proposed dissemination must comply with the following conditions:

- (1) The proposed recipient has need for the material.
- (2) Clear existing or potential advantage to the United States Government can be shown to result from the proposed dissemination.
- (3) The proposed dissemination can be accomplished without embarrassment to the United States Government, the Central Intelligence Agency, or responsible CIA officials.

7. Dissemination to Agencies of Foreign Governments Within or Outside the U.S.

a. Dissemination of CIA-produced intelligence or intelligence information to agencies of foreign governments is not authorized except with the specific approval of the DCI. *do indicate my [redacted]*

b. Information or material under consideration for release will be accompanied by proper justification (as outlined in 6c above) by the producing office to the Assistant Director for Collection and Dissemination. OCD will submit such justification to I&SS for examination for conformance with State - Defense Military Information Control Committee policies before being presented to the DCI. *Learn out*

8. Physical Reproduction

Intelligence-producing components of CIA will coordinate with Administrative Staff to ensure that the required number of copies of their respective intelligence products are in appropriate form and in sufficient quantity to fill the needs of the current distribution list, sufficient quantities for stock, and supplemental distribution.

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9. Physical Distribution

a. OCD will ^{control} perform the physical distribution in accordance with current standard distribution lists and authorizations for the supplemental distribution of specific items.

b. OCD will maintain:

(1) Surplus stocks for published items of finished intelligence materials.


(2) Stock inventory records for items of published finished intelligence materials held for supplemental distribution.

10. Processing of Requests

a. OCD will process requests for CIA-produced intelligence or intelligence information in accordance with the provisions of this Instruction, or will prepare a suitable negative response.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Captain, USN
Executive

LTS
actg Exec.

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CONCURRENCES: - DRAFT OF ADMINISTRATIVE INSTRUCTION [REDACTED]OCDDateOREDateOSIDateOODateAdmin. StaffDateOPCDateOSODateI&SSDateLegal StaffDateCOMMENTS:

No comment, [REDACTED]

Willard Machle
Assistant Director, OSI

25X1A

-5-

SECRET

UNCLASSIFIED RESTRICTED CONFIDENTIAL (SECRET)
 (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Actg Spec	LOS	10 May
2	Management Officer		
3			
4			
5			

FROM		INITIALS	DATE
1	Mgt Officer	Ph	Emay
2			
3			

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS: Par 8 of the attached
 Admin Instr. has been
 re-drafted per your
 suggestions, as we agree

(SECRET) CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
 SEP 1947

Paul
See and please
to this question -
is this still an exception
for this Reg?
JH

STANDARD FORM NO. 64

SECRET

E 11-337

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Executive

DATE: 4 May 1950

FROM : Management Officer

SUBJECT: Administrative Instruction [REDACTED] Dissemination.

1. The attached Administrative Instruction [REDACTED], subject: Dissemination of CIA-Produced Intelligence and Information, has been fully coordinated with all interested offices and staff sections.

2. Certain comments received have been incorporated in the Instruction while others have been left out. All comments received are attached for your information.

3. Recommend signature and publication.

Attachment: Administrative Instruction
with comments.

Management Officer

This looks OK except par 8. In case of par 8 I'm inclined to agree with OCD & OO. Please see me if you still disagree.

WJ
5 May

I talked over again w/ H. Lary & as OCD wants it too (I'm agree) we changed accordingly

SECRET

MAY 5 1950
MAY 10 1950

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419532

Coordination PageDRAFT

MEMORANDUM TO: Management Officer

DATE: 28 APR 1950FROM: Assistant Director, ORESUBJECT: Draft of Administrative Instruction re Dissemination
of CIA Produced Intelligence and Information

1. This office concurs with the draft of Administrative Instruction re Dissemination of CIA Produced Intelligence and Information, dated 21 April 1950.

2. Comments:

Re paragraph 3a - delete "s" from word surveys. Should read "National Intelligence Survey Program".

Re paragraph 3f - the exceptions stated in points a and c are at the direction of the DCI and not privileges granted ORE. ORE has

If the authority for these procedures is questioned, it appears to be the responsibility of OCD and the Management staff to request the Director to review the problem. It is not properly the responsibility of the producing office which is following such direction. Recommend re-drafting paragraph 3f as follows:

"OCD and the Management Staff will review exceptions set forth above within thirty calendar days after date of this instruction and will inform interested offices of the findings and recommendations."

Re paragraph 4a - this paragraph is inconsistent in that it considers that the DCI has made exceptions to his own policies. In reality, points a, b, c, and d of paragraph 3 are part of the Director's policy and not exceptions. Recommend that paragraph 3a be re-drafted as follows:

"The responsibility for dissemination of CIA intelligence
Signature

-5-

SECRET28 APR 1950
ad-5

SECRET
- 2 -

and information rests with the Assistant Director, OCD, under the policies set forth by the Director, CIA."

Re paragraph 6 c (1) - this statement does not seem to be a valid CIA policy. It is ORE's belief that in any proposed dissemination to private organizations or citizens, CIA is interested in the advantage to the US Government and not at all to the recipients' need for the material. Suggest paragraph (1) be deleted.


Re paragraph 9 a - recommend re-drafting as follows:

"OCD will accomplish the physical distribution of CIA produced intelligence and information in accordance with current standard distribution lists and authorizations."

Re paragraph 10 - recommend that this paragraph be re-written to state clearly that only requests for already published CIA intelligence will be sent to OCD. Paragraph should read as follows:

"OCD will process requests for previously published CIA intelligence and requests for CIA-produced information in accordance with the provisions of this instruction, or will prepare a suitable negative response. When requests for previously published CIA intelligence are received, OCD will consult with the producing office before preparing negative responses."

25X1A

for  THEODORE BABBITT

SECRET

DRAFT

DATE: 28 April 1950

SUBJECT: Draft of Administrative Instruction re Dissemination
of CIA Produced Intelligence and Information

2. Comments:

OSI for the production of

Signature

-5-

SECRET

MAY 2 1950

SECRET

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 25 April 1950

FROM: AD/OCD

SUBJECT: Draft of Administrative Instruction re Dissemination
of CIA Produced Intelligence and Information

1. This office concurs with the draft of Administrative Instruction re Dissemination of CIA Produced Intelligence and Information, dated 21 April 1950.

2. Comments:

OCD concurs with the draft as it stands, but suggests that the following minor changes would be of benefit. They would spell out a modus operandi for keeping the exceptions under control, and perhaps prevent the confusion which arises when one Office claims the DCI has authorized an exception but can show nothing in writing to support the claim.

Para 3 f. Add a sentence such as:

OCD will maintain a record of
"The Director's office will notify ~~OCD~~ of all exceptions authorized, ~~and~~ ~~OCD~~ will maintain a record of them."

Para 8 Change to:

"Intelligence-producing components of CIA will advise OCD of the dissemination which they desire for forthcoming publications. ~~and~~ OCD will arrange with Administrative Staff for reproduction of a sufficient number of copies to meet the expressed needs of the producing Office and also to satisfy requirements for reserve stock and supplemental distribution."

*Yes, But
reword to
not Direct
the Director*

(6/4)

Signature

-5-

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STANDARD FORM NO. 64

SECRET**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer

DATE: APR 28 1950

FROM : Assistant Director for Operations

SUBJECT: Draft of Administrative Instruction re Dissemination of CIA
Produced Intelligence and Information (Administrative In-
struction [REDACTED])

25X1A

1. Reference our telephone conversation of 26 April, request revision of Paragraph 8 of above draft to read as follows:

The Assistant Director for Collection and Dissemination will coordinate with Administrative Staff and the producing office to ensure that the required number of copies of intelligence and information reports are in appropriate form and sufficient quantity to fill the needs of the current distribution list, sufficient quantities for stock, and supplemental distribution.

2. Assignment of responsibility for this function to the Assistant Director for Collection and Dissemination was agreed on at the meeting on 19 April. Addition of coordination with the "producing office" is however necessary to cover occasional cases in which the office which originates the report may wish to indicate special recipients in addition to the normal distribution list or to suggest other non-standard distribution for a specific report.

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*Below the
would be an
an appropriate. Took
per 4 of the draft should
be indicated - JH*

[REDACTED]
for GEORGE G. CAREY

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APR 28 1950

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 1 May 1950

FROM:

Legal Staff

SUBJECT:

Draft of Administrative Instruction re Dissemination
of CIA Produced Intelligence and Information

1. This office concurs with the draft of Administrative Instruction
re Dissemination of CIA Produced Intelligence and Information, dated
21 April 1950.

2. Comments:

*Requested management officer to include
exception in par. 3 for all Congressional
liaison —*

and for 37.

25X1A

-5-

SECRET

MAY 2 1950

SECRETCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO: [REDACTED]

11 May 1950

SUBJECT: Dissemination of CIA-Produced Intelligence and Information

25X1A

RESCISSIONS: Administrative Instruction [REDACTED] dated 22 August 1946
Administrative Instruction [REDACTED] dated 9 June 1947

25X1A

REFERENCES: General Order [REDACTED] dated 21 July 1949
Administrative Instruction [REDACTED] dated 7 December 1948

25X1A

1. General Policy

It is the general policy of the Central Intelligence Agency not to disclose or furnish the contents of CIA-produced intelligence or information to individuals or organizations other than those of the United States Government. Exceptions to this policy require specific approval of the Director.

2. Definitions

a. CIA-produced intelligence consists of intelligence publications prepared by any evaluating component of CIA ("finished intelligence").

b. CIA-produced information consists of information reports prepared for intelligence use by any collecting or reference component of CIA ("raw information").

3. Approved Exceptions to General Policy

a. Certain classified intelligence produced under the National Intelligence Survey Program which the Office of Reports and Estimates, by prior authorization, disseminates to foreign governments.

b. Certain unclassified information and technical publications

(1) Various press and radio representatives, with Washington, D. C., addresses.

(2) Certain foreign governments and international bodies.

(3) Public and private libraries, colleges, and universities (through Library of Congress).

(4) Amateur radio enthusiasts and commercial radio concerns.

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c. Current intelligence and intelligence memoranda produced by ORE and OSI, by prior authorization, may be distributed directly to certain specifically designated recipients.

(1) Supplemental distribution will require prior authorization of the Director in each case.

d. Information reports produced by OO and OSO, by prior authorization, may be distributed directly to using agencies when the need is urgent or when special security considerations make it inadvisable to use normal channels.

e. Offices making direct distribution covered in 3c and d above will inform OCD and when appropriate will deliver to OCD copies for distribution to other authorized recipients.

f. All requests for dissemination received from the Presidential Staff or members of the Congress will be coordinated with the General Counsel prior to dissemination action.

g. The Assistant Director for Collection and Dissemination will secure from the Director's office a revised list of all authorized exceptions to the general policy within 30 calendar days after date of this Instruction. This list together with authorized changes will be currently maintained by OCD.

4. Authority for Dissemination

a. The responsibility for dissemination of intelligence and information rests with the Assistant Director for Collection and Dissemination, under the overall policies of the Director of Central Intelligence.

b. OCD, in carrying out such dissemination, will be guided by existing security policies and will utilize as required the facilities of the Chief, Inspection and Security Staff. OCD will further be guided by the provisions of General Order [REDACTED] Administrative Instruction [REDACTED] and this Instruction.

5. Dissemination within the United States Government

a. OCD, in collaboration with the producing office and after coordination with I&SS, will publish a standard distribution list for each recurrent category of CIA-produced intelligence or information. Initial dissemination of the recurrent items will be dictated by the standard distribution list.

b. Supplemental dissemination will be in response to specific requests authorized by the Director of Central Intelligence or by the Assistant Director for Collection and Dissemination in collaboration with the producing office and with I&SS.

-2-

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6. Dissemination to U.S. Citizens or U.S. Organizations other than U.S. Government

a. Proposed dissemination of CIA-produced intelligence or information classified "Confidential" or higher must be approved by the Director of Central Intelligence. OCD will collaborate with the producing office and will coordinate with I&SS prior to submittal to DCI.

b. Proposed dissemination of CIA-produced intelligence or information classified "Restricted" or unclassified must be approved by the Assistant Director for Collection and Dissemination. OCD will collaborate with the producing office and will effect coordination with DCI, I&SS, and the Legal Staff when necessary.

c. All proposed dissemination must comply with the following conditions:

(1) The proposed recipient has need for the material.

(2) Clear existing or potential advantage to the United States Government can be shown to result from the proposed dissemination.

(3) The proposed dissemination can be accomplished without embarrassment to the United States Government, the Central Intelligence Agency, or responsible CIA officials.

7. Dissemination to Agencies of Foreign Governments within or outside the U.S.

Dissemination of CIA-produced intelligence or information to agencies of foreign governments is not authorized, except with the specific approval of the Director as provided in Agency Regulation [REDACTED]

8. Physical Reproduction

Intelligence-producing components of CIA will advise OCD of the dissemination which they desire for forthcoming publications. OCD will arrange with Administrative Staff for reproduction of a sufficient number of copies to meet the expressed needs of the producing office and also to satisfy requirements for reserve stock and supplemental distribution.

9. Physical Distribution

a. OCD will control the physical distribution in accordance with current standard distribution lists and authorizations for the supplemental distribution of specific items.

b. OCD will maintain:

(1) Surplus stocks for published items of finished intelligence materials.

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(2) Stock inventory records for items of published finished intelligence materials held for supplemental distribution.

10. Processing of Requests

OCD will process requests for published CIA intelligence and requests for CIA-produced information in accordance with the provisions of this Instruction. In the event a negative response is necessary it will be prepared by OCD in consultation with the producing office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Acting Executive

DISTRIBUTION: A.

-4-

SECRET

CONFIDENTIAL
22 August 1946

CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE INSTRUCTION

INTERIM POLICY AND PROCEDURE FOR
DISSEMINATION OF INTELLIGENCE PRODUCED BY C. I. G.

1. This memorandum prescribes an interim policy and procedure for the dissemination of intelligence produced by C.I.G. As the new organization develops, desirable changes will be made to meet organizational requirements.
2. The Office of Dissemination will determine what distribution will be given to each item of finished intelligence. This will be in close collaboration with ORE and interested offices and staffs, and subject to special instructions of the Director where high-level or sensitive subjects are concerned. Resultant decisions will be recorded in Dissemination Orders published by the Assistant Director for Dissemination with signature form reading "For the Director of Central Intelligence." The action copy will go to the communications Division of the Personnel and Administration Branch, with information copies to the Executive Director and appropriate offices and staff.
3. Physical distribution of items will be made by the Communications Division of the P & A Branch, in accordance with Dissemination Orders received. The Communication Division will maintain appropriate records and pending further instructions, will maintain storage of surplus. Report of completion of distribution will be made to the Office of Dissemination.
4. Until the Branches of the Office of Dissemination are organized with sufficient personnel function adequately, there should be no material change in the present procedure for preparation of material in final form and dissemination. ORE should continue to complete and publish the required copies of its finished intelligence and deliver them direct to Central Records for distribution in accordance with existing instructions. The Office of Dissemination is prepared to issue necessary Dissemination Orders but is not yet prepared to receive intelligence materials directly from the ORE.
5. In general, all items of intelligence produced by C.I.G. will be disseminated within C.I.G. to the Director, the Executive Director, the Chief of ICAPS, the Assistant Directors, and the Secretary, NIA, in order that such may evaluate the adequacy of CIG intelligence as applicable to his office and the agencies. Exceptions will be those specific high-level studies for which the Director gives special instructions. Further dissemination of Special or Top Secret Intelligence with C.I.G. offices will be limited by the senior officer of each office to those individuals who "need to know" in order to carry on their work properly.

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Cont.

6. Smooth operations will be greatly facilitated if all offices will refer any questions which may arise concerning dissemination to the Office of Dissemination for coordination or decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[Redacted]
Colonel, CAC
Executive for Personnel
and Administration

6. A rubber stamp or similar method of reproduction will not be used to indicate the Statements relative to coordination required by paragraphs 4 and 5 above.

25X1A
7. The procedure outlined in paragraphs 4 and 5 above will be followed in case of outgoing correspondence signed by Assistant Directors, Secretary, NIA, Chief, ICAPS and the Executive for Personnel and Administration, pursuant to the provisions of paragraph 3 b, c, and d, CIG administrative Order [Redacted] (Note: The provisions of this paragraph may be suspended in the case of the Office of Special Operations where for security reasons coordination is not feasible or practicable.)

8. Assistant Directors, Chief of ICAPS, and the Executive for Personnel & Administration, from whom concurrences are requested will be held responsible that such concurrence or nonconcurrence is promptly given.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A
s/ [Redacted]
Colonel, AGD
Executive for Personnel
and Administration